

NORTHERN NEVADA ADULT MENTAL HEALTH SERVICES
POLICY AND PROCEDURE DIRECTIVE

SUBJECT: DONATIONS

NUMBER: NN-LD-02

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ORIGINAL DATE: 05/22/91

REVIEW/REVISE DATE: 08/25/93, 05/02/96, 03/22/01, 05/06/04, 6/7/07, 3/18/10

APPROVAL: Rosalynne Reynolds {s}, Agency Director

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I. PURPOSE

The purpose of this policy is to provide a procedure for the donation of items to Northern Nevada Adult Mental Health Services (NNAMHS).

II. POLICY

It shall be the policy of NNAMHS to accept donations which are useful to NNAMHS and/or which contribute to the general care of consumers.

III. REFERENCE

NNAMHS Policy & Procedure Directive #NN-IC-16 entitled, "Clothing Resource Management."

IV. PROCEDURE

1. Only the Custodial Supervisor, Property Inventory Control Clerk, Business Manager, and Recreational Therapist or their designee may accept donations.

2. Items will be acceptable as donations to NNAMHS if they can be of:
  - a. Use in NNAMHS programs.
  - b. Benefit to the overall care of patients in a specific manner.
  - c. Benefit to the general improvement of NNAMHS.
3. Donations that require the use of labor and/or materials to be provided by NNAMHS can be accepted only with prior written approval from the office of the Business Manager.
4. Donations classified as equipment require identification with State I.D. numbers for record keeping purposes and proof of ownership. All such donations must be received by NNAMHS Property Inventory Control Clerk who will issue NNAMHS Donation Receipt.
5. Clothing
  - a. Clothing that is acceptable for NNAMHS consumer use must be washable and in good repair.
    - (i) The custodial supervisor or their designee is responsible for accepting donated clothing. Donated clothing will be directed to the NNAMHS laundry facility for laundering prior to consumer use.
    - (ii) Clothing that needs repair will be routed to WARC by the accepting staff.
  - b. Clothing that requires dry cleaning will not be accepted.
    - (i) If dry cleanable clothing is inadvertently accepted it shall be routed to WARC by the accepting staff.
  - c. Used underwear will not be accepted; however, new underwear will be accepted.
  - d. Shoes
    - (i) Non-washable shoes that are accepted shall be disinfected with a product approved by the Infection Control Committee upon receipt by the accepting staff or their designee.

- (ii) Washable shoes will be diverted to NNAMHS Laundry Facility by the accepting staff prior to consumer use.
- 6. The following items will not be accepted for donation:
  - a. Mattresses and/or box springs.
  - b. Pillows.
  - c. Futons.
  - d. Any electrical appliances that do not have an immediate or purposeful application for use
  - e. Upholstered furniture.
  - f. Drapes
  - g. Food Items
  - h. Unlicensed computer software
- 7. The donor of the items listed above will be directed to contact a charity of their choice for donation of these items.
- 8. All donation receipts must be completed in duplicate with the original returned to the donor and the copy forwarded to the Business Office.
  - a. For equipment donations, the Property Inventory Control Clerk will photocopy the receipt.
  - b. The copy of the receipt will be maintained in Purchasing.
  - c. A donation letter on NNAMHS letterhead will be sent to the donor, upon request made to the Business Office.
- 9. Donations of computer equipment must be approved by the Director of Program Evaluation.
- 10. NNAMHS reserves the right to use any donated item in ways other than requested by the donor if other use is more appropriate and more beneficial for the consumers or the program
  - a. When a specific request for use of a donated item is made, the donor shall be informed of the above policy statement.

11. NNAMHS reserves the right to dispose of donated items which are unusable or which have ceased to be usable without notification or permission of the donor.
12. Property that has been accepted as a donation will be stored in the area it was intended or accepted for. If the property will not be immediately used, it will be stored in a location designated by the NNAMHS business manager.